

## Step 4: Deep Dive Training In-Person Facilitation Guide

As part of Step 4 Training, all DPI-Model teachers, principals, and their evaluators complete three self-guided online modules throughout the course of the 2014-15 school year; one at the beginning of the school year, one during the middle of the school year, and one at the end of the school year. These modules will prepare educators to complete important steps of the Educator Effectiveness Plan Process as they approach key points in the Effectiveness Process, including how to enter data into Teachscape. Step 4: Deep Dive Module will begin with a short introduction, followed by a self-guided online module specific to their role as a teacher, principal/assistant principal, or superintendent. Educators may want to view modules for roles other than themselves. For example, it may make sense for principals to also review the teacher module to fully understand the system expectations for teachers from a teacher's perspective, or view the superintendent module to understand the system expectations for superintendents as they conduct evaluations of principals.

Participants (teachers, principals/assistant principals, superintendents and other staff serving as evaluators) can complete the fall modules individually or as a group in a facilitated session. Districts can choose to deliver the training over multiple PD opportunities at the beginning of the year, or plan for completion during pre-service days or early in the school year.

Below are some tips if you plan to complete this in-person with a group of educators:

### **Preparing for the Training Best Practices**

- It is recommended you separate educators into roles: Teacher, Principal, and Superintendent for in-person training.
- If you will do some training directly within Teachscape, make sure all educators have activated their Teachscape accounts.
- Closely review the entire module you will facilitate, and discuss how best to differentiate the training based on how familiar your audiences are with EE.
- Review all of the module's optional activities. Decide which ones you will complete as a group, and print any resources you need.
- Review the module's Knowledge Checks and decide how best to do them in groups.
- Review all Teachscape resources and decide which ones (if any) to focus on in training.
- Determine whether you will play the narration or turn off the sound and use the transcript to present on each slide.
- Secure speakers to project audio to larger audience.
- Provide members with digital or electronic copies of the process manuals and point them to the related module content areas.

### **At the Training**

- Demonstrate where to find Step 4 Modules on the Educator Effectiveness Website.
- Model how to access the various features within the module to include: Teachscape icon, EE icon, resources and glossary.
- Model how to log in to Teachscape and how to access the appropriate resources.
- Prepare any resources that will be needed to complete the work: planning templates, guides, student data, etc.
- Be sure to track attendance at the training.

- Review the recommended viewing requirements as educators will likely want to review portions of the modules at a later time:

**Technical Requirements for Viewing:**

- You must be online to view the module
- The module includes video and audio. Be sure to turn on computer speakers.
- This module will NOT run on iPads.
- This module is best viewed with:

1. Flash Player 10 ([www.adobe.com/go/getflash](http://www.adobe.com/go/getflash)), or later, AND
2. One of the following browsers:

*Windows:* Internet Explorer 6 or later, Firefox 1.x and later, Safari 3 and later, Google Chrome, Opera 9.5 and later

*Mac:* Safari 3 and later, Firefox 1.x and later, Google Chrome

*Linux:* Firefox 1.x and later